

**ENGINEERING & CAPITAL PROJECTS DEPARTMENT  
CONFLICT OF INTEREST CODE**

**APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<b><u>POSITIONS</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
Engineering & Capital Projects Director	Policy formulation, contract approval, subdivision approval, redevelopment, administration, designated City Engineer.	1
Assistant to the Director	Policy formulation, contract approval, budget administration, public relations, special projects.	1
Deputy Director(s)	Contract preparation, consultant management, contract administration and payment, material approval, subdivision approval, redevelopment management.	1
Deputy Director/ Supervising Management Analyst(s) (EOC)	Direct daily operations and ensure City policy is followed; develop and monitor equal opportunity contracting programs in providing equal opportunity in City contracting.	1
Assistant Deputy Director	Contract preparation, consultant management, contract administration and payment, material approval, subdivision approval, redevelopment management.	1
Project Officer II (Architectural Engineering and Contracts)	ADA/Title 24 Compliance Officer.	1
Senior Civil Engineer Senior Structural Project Officer II	Consultant agreement, construction management, material approval, subdivision approval, contract payment, and project management.	1
Senior Civil Engineer(s) Project Officer II (Water and Sewer Design)	Supervise the design, survey and inspection functions for construction projects.	1

Senior Civil Engineer (Water and Sewer Design)	Supervise the Long-Range Planning section.	1
Senior Land Surveyor	Land surveys, subdivision review, City-wide mapping and survey consultant.	1
Senior Planner Senior Public Info Officer (Water and Sewer Design)	Review, recommend for selection, select and manage consultant contracts; and review public information recommendations, planning documents and plans.	1
Senior Planner (Transportation Engineering)	Assist in the environmental review process: address permitting issues, review staff or consultant documents, work and negotiate with resource agencies to secure permits and review mitigation plans and costs.	1
Senior Traffic Engineer (Transportation Engineering)	Supervise the design and checking of plans and specifications for traffic signals.	1
Supervising Management Analyst	Supervises professional staff, confers with department officials in solution of administrative, fiscal or organizational problems.	1
Contracts Administrator (Architectural Engineering and Contracts)	Confers with department officials in solution of contract preparation and contract administration issues.	1
Consultant	<p>Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:</p> <p>The Engineering &amp; Capital Projects Director and Deputy Directors may determine in writing that a particular consultant, although a “designated position” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and based upon that description, a statement of the extent of disclosure requirements. The Engineering &amp; Capital Projects Director and Deputy Director’s determination is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.</p>	2

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**APPENDIX B  
DISCLOSURE CATEGORIES**

**Category 1:** All real property interests located within the City of San Diego or within a 2 mile radius of its boundaries.

Investments and business positions in and income from any construction firm, building supply firm, real estate or land development firm, architectural or engineering firm or financial institution doing business in the City of San Diego or having the potential of doing business in or with the City of San Diego (See Section 7.B & 7.C).

**Category 2: Disclosure by Consultants**

As Required Consultants shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The Engineering & Capital Projects Director and Deputy Directors may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Engineering & Capital Projects Director and Deputy Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.